



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Memorandum

TO: Bay Area ITS Architecture Maintenance Committee DATE: January 18, 2007

FR: Pierce Gould (MTC) and Melissa Hewitt (KHA)

RE: Regional ITS Architecture Update Steering Committee Minutes

The kick-off meeting of the Regional Intelligent Transportation System Architecture Update (RA Update) was held on Tuesday, January 9, 2007 at MTC. A list of attendees is included at the end of the meeting minutes.

1. Welcome and introduction
2. Summary of the Maintenance Committee Meeting of June 14, 2006
3. The Maintenance Committee approved inclusion of the "Golden Gate Bridge Highway and Transportation District Radio Replacement" project in the Bay Area Regional ITS Architecture.
4. Kick-off of the RA Update 2007
 - a. Kimley-Horn and Associates Inc. (KHA) introduced the project background, overview, objective, schedule, and major outreach activities.
 - b. The Bay Area Regional ITS Architecture Maintenance Committee will be modestly expanded to act as the Steering Committee during the RA Update.
 - c. The RA Update will include comprehensive outreach to enhance awareness of the Architecture, and will make the Architecture more accessible, useful and understandable for project development, funding and procurement staff.
 - d. Federal Communication Commission and other telecommunication management organizations should be included as stakeholders in the RA Update process.
 - e. It would be helpful to keep communication and outreach about the Architecture as 'plain English' as possible so it can be easily understood. In addition, providing examples of how different real-life projects successfully used the Architecture might encourage people to use it more.
 - f. The RA Update should acknowledge the need for more emphasis on, and opportunities for, funding ITS project operations and maintenance.

- g. There was confusion about the outreach strategy for the RA Update. Outreach to gather feedback and information from stakeholders will occur throughout the RA Update process. In addition, at the end of the development process, there will be a separate task to define a strategy to disseminate the final RA Update and educate professional staff about how to use it.
- h. One of the benefits of the existing Architecture is the ability to use it to identify specific projects with which a new project may need to interface. This makes it easier for the lead agency sponsoring a project to contact potential stakeholders.
- i. It could be helpful to include a summary of the systems engineering process in the final RA Update.
- j. KHA staff proposed a potential approach to modifying the existing Architecture and project inclusion process:
 - i. For major regional, interregional or intermodal ITS projects, the Architecture will include and address these projects explicitly (examples include 511, TransLink®, Smart Corridors, etc).
 - ii. For other ITS projects, the services provided will be addressed in general categories, but project names will not be explicitly identified.

This approach should reduce the Architecture maintenance effort and ensure ITS projects' eligibility for Federal funding. KHA believes this approach can be reconciled with the desire to also have access to specific project information for non-major projects.

Regional ITS Architecture Update Steering Committee
Tuesday, January 9, 2007 at 9:30 am
List of Attendees

	Name	Agency	Department	Email	Phone Number
1	Alan Zahradnik	Golden Gate Bridge Highway & Transportation District	Planning	azahradnik@goldengate.org	415-257-4475
2	Kevin Daughton	City of Fairfield		kdaughton@ci.fairfield.ca.us	707-249-1272
3	Frank Burton	San Mateo County Transit	Operations Technology	burtonf@samtrans.com	650-508-7991
4	Rob Sprinkle	City of Santa Rosa	Public Works - Traffic	rsprinkle@srcity.org	707-543-3817
5	Casey Emoto (by phone)	Santa Clara Valley Transportation Authority		Casey.emoto@vta.org	408-321-5564
6	Alan Chow	Caltrans District 4	Operations	Alan_s_chow@dot.ca.gov	510-286-4577
7	Cyrus Minoofar	Alameda County Congestion Management Agency	ITS	cminoofar@accma.ca.gov	510-836-2560
8	Bill Tournay	Caltrans Headquarter	Planning	btournay@dot.ca.gov	916-653-4680
9	Pierce Gould	MTC		pgould@mtc.ca.gov	510-817-5863
10	Pierre Pretorius	Kimley-Horn and Associates. Inc (KHA)		Pierre.pretorius@kimley-horn.com	602-906-1166
11	Melissa Hewitt	KHA		Melissa.hewitt@kimley-horn.com	818-227-2790
12	Alyssa Phaneuf	KHA		Alyssa.phaneuf@kimley-horn.com	818-227-2790
13	Queenie Ye	KHA		Queenie.ye@kimley-horn.com	818-227-2790